



Iowa Department of Human Services

Terry E. Branstad
Governor

Kim Reynolds
Lt. Governor

Charles M. Palmer
Director

INFORMATIONAL LETTER NO.1494

DATE: April 3, 2015

TO: Iowa Medicaid Individual Consumer Directed Attendant Care (I-CDAC) Providers, Targeted Case Managers and Department of Human Services Service (DHS) Workers

FROM: Iowa Department of Human Services, Iowa Medicaid Enterprise (IME)

RE: Individual CDAC Enrollment Renewal

EFFECTIVE: Immediately

The IME will begin enrollment renewal of Individual CDAC providers immediately. Enrollment renewal is a requirement for all providers in order to stay active in the Iowa Medicaid program. Providers are encouraged to return the forms noted below immediately. Providers who fail to complete enrollment renewal within 60 days will have their Medicaid provider number terminated and claims will no longer be paid.

Enclosed are two forms that must be completed and returned to the IME:

1. Iowa Medicaid Provider Agreement (470-2965)

All Iowa Medicaid providers **must** complete the enclosed new provider agreement. Please read the agreement and complete and sign the last page. We strongly urge all providers to read the agreement and understand the rights and responsibilities of being a Medicaid provider prior to signing the agreement. This is a legal contract and once signed, you are legally obligated to meet all of the requirements of the agreement.

2. Individual CDAC Disclosure (470-4612)

Complete and sign this document in which you disclose federally required information.

Please return completed forms to the following address:

Provider Enrollment
P.O. Box 36450
Des Moines, IA 50315

Please do not include claims in the envelope with these documents. If you include claims with this mailing, it will result in a delay of your claim being paid.

If you no longer wish to be an Iowa Medicaid provider or if you have questions regarding the enrollment renewal process please contact the IME Provider Services Enrollment Unit at 1-800-338-7909 option 2, or locally in Des Moines at 515-256-4609, option 2.